

Community Foundation of the Ohio Valley

Civic Leaders Fellowship Program General Host Guidelines

Nonprofit organizations, governmental institutions and businesses may offer to host a Fellow by identifying an appropriate developmental assignment and completing a Placement Proposal using the Foundation's Online Application for Hosts.

Eligibility to make a Placement Proposal is limited to nonprofit organizations, governmental institutions and businesses in the following counties:

Brooke, Marshall, Ohio, Tyler or Wetzel County in West Virginia or Belmont or Jefferson Counties in Ohio

From the list of hosts who apply for consideration, a directory of developmental placement opportunities for Fellows will be constructed to identify all possible placement opportunities for area students. Concurrently, students from the counties in our region will be invited to apply to be named a Fellow. Refer to the separate Student Application Guidelines for requirements of students.

Entities proposing a placement cannot be guaranteed assignment of a Fellow as placements depend upon the unique needs of the student applicants. Fellows will be matched to regional placement opportunities according to their career goals and self-development needs.

To be eligible to offer to host a Fellow:

- *Please complete the online Placement Opportunity Proposal on the Foundation's website, www.cfov.org;*
- *Complete one Placement Proposal per position if you have more than one possible placement (e.g., one for a business student, another for a marketing student);*
- *All proposals will be acknowledged;*
- *Once students are selected, hosts will be informed by late April 2014 whether a Placement is likely to be accommodated for summer 2014.*
- *Students will be contract employees of PSA; there is no charge to the host employer.*

The program will operate from early June to early August, 2014. The Fellow will be permitted to take one week of unpaid leave to accommodate any vacation.

The purpose of the Foundation Civic Leaders Fellowship experience for students is to provide a program of direct job experience and civic learning that it is not otherwise possible for students to obtain within a standard classroom situation during their college years.

For this reason, to be considered as a host site:

- Placements proposed must not be of a menial or routine nature (e.g., not more than 20% of the proposed placement should reflect tasks that are clerical or menial).
- Adequate supervision for the Fellow must be available at all times.
- The host must identify a host site Mentor for the Fellow (this person may or may not be the host site Supervisor) who can aid the Fellow with day-to-day issues.
- The host site must be compliant with all pertinent safety regulations, etc., according to the nature of its type of worksite or industry - any safety equipment needed must be identified in the Placement Proposal and the host must plan to furnish it.
- A dedicated workspace must be available, with telephone and/or Internet access as appropriate.
- All worksites must be fully accessible; if there are any accessibility limitations possible (e.g., stairs) those must be identified in the Placement Proposal.
- Any special work requirements must be identified in advance in the Placement Proposal (e.g., ability to lift up to “x” lbs; ability to stand for periods of time, etc.).
- Any skills that would be appropriate to strong job performance must be identified in advance in the Placement Proposal.
- The host Mentor or Supervisor must plan to provide a brief orientation to the particular work site for a Fellow, if assigned.
- Hosts may not request or select a particular Fellow - host selection is the purview of the independent Selection Committee; this is essential to supporting the tax-deductible nature of gifts to the fund from which the students are paid.
- If selected, the host site Mentor or Supervisor must be willing to serve as the host organizational representative and attend a brief orientation at the Foundation Central Office prior to the start of the program.
- The host Mentor must be willing to meet with the Program Director twice during the course of a Fellow’s placement as the Director conducts a site visit.

A competitive application process is used to identify the Fellows, with independent and non-discriminatory criteria developed. Students self-nominate for a Fellowship position.

A Foundation committee comprised of parties independent of the host organizations to receive Fellows and independent of the donors to the program will make the selections and pairings of Fellows-hosts in conjunction with the Fellowship Program Director.

No positions as Fellows will be awarded to any disqualified persons as such are identified by the Internal Revenue Service. For purposes of this Program, disqualified persons are: family members of the Foundation’s governing Board of Directors or its staff and any family members associated with the Foundation committee selecting the Fellows-assigning pairings.

The Foundation will retain records as regards this Program in a manner similar to how we retain scholarships records.

If a student fellow is placed at a for-profit business (hereafter, “business”) the following additional Special Requirements must apply to meet IRS requirements:

Special Requirements for eligibility as a host site if the host is a for-profit business:

- The proposed placement for a Fellow must not be a replacement or a substitute for the position of an existing employee (the Fellow cannot be placed into an existing

vacancy in lieu of hiring an employee). In this regard, the position proposed for assignment to a Fellow must be viewed as a “new” position, unique to allowing a student a developmental opportunity;

- The proposed placement must not be a part of an existing summer employment program already associated with the host organization;
- The business may offer to provide a developmental job assignment for a Fellow but may not participate in selection of any Fellow assigned to its enterprise (its Fellow must be processed through the same competitive, tailored selection process used for all other fellows where emphasis is first and foremost given to meeting the developmental needs of the students);
- The fact that a host may have contributed to support of the program does not make it eligible for preferential receipt of a Fellow (placement must always be made in the particular student’s best interests, not based on who is a funder);
- Whether or not a business donates to any other fund or opportunity associated with the Foundation cannot be a factor in consideration of whether a student can be assigned as a Fellow (again, placement must always be considered in light of what assignment would be in a student’s best interests; for ex., if a for-profit business offers a developmental assignment for a student with a career interest in the field of accounting, and it is the best opportunity for a student who is an accounting major, placement would be made).
- Host job site assignments will be developed, identified and approved in advance of the student applications being accepted, so that the opportunities are known and identified and disassociated from the student applicant pool.

Any for-profit business donor that has contributed to the general program may be eligible for a charitable tax deduction in exchange for his/her gift although his/her organization is subsequently identified as a host and assigned a Fellow through the Foundation’s competitive process, provided that:

- *The donor complies with the Special Requirements;*
- *The for-profit business donor is not a “Substantial contributor” (e.g., there are multiple supporters to the program and the donor is not the sole or primary contributor);*
- *It is understood that the assignment of a Fellow to that business is purely for the Fellow’s developmental benefit;*
- *The donor has no association whatsoever with selection of the Fellow assigned to his/her host site; and*
- *The donor’s gift to the program is to the Foundation’s general fund that is paying all students and program operation expenses (cannot be directed to any student’s benefit in particular).*

To seek consideration to serve as a host, apply via the **Online Application** available on the Foundation’s website at www.cfov.org. Please note that the online application process is being administered by Our Community’s Foundation, headquartered in Parkersburg, WV.

In order to begin your application, you will need to create an account, with a user name and password. Please make note of this user name and password, as you will need this in order to be able to access your application again. You do not need to complete your application in one sitting. You may begin your application and then return to complete it at another time. Once you have completed your application, click the submit button at

the end of the application. You will have an opportunity at this point to print your application; we recommend that you do so, as you will no longer be able to access your application online after submission. You will receive an e-mail confirmation from the Foundation indicating that your application has been received. If you do not receive this e-mail confirmation, please contact the Foundation.

For questions about the Civic Leaders Fellowship Program, contact: Renee George, CFOV, 304-242-3144 or renee@cfov.org.

For questions about the technical aspects of completing the online application, contact: Marian Clowes, Our Community's Foundation, 866-428-4438 (toll-free), or info@pacfwv.com.

The application deadline for hosts is March 11, 2014